

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Secretary to the City Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides support to the City Manager and performs administrative duties. Drafts correspondence, schedules and coordinates meetings, maintains schedules, manages records, and prepares performance evaluations. Assists in hiring processes. Offers advice on office policies and procedures. Provides information and assistance as needed to city council members, mayor, business leaders and residents.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs administrative duties by sorting and distributing mail, prioritizing tasks, answering telephone inquiries, maintaining the Manager's schedule, managing records, preparing performance evaluations, composing correspondence, coordinating travel arrangements, attending meetings and taking minutes, and preparing, formatting and distributing documents.
2	S	Coordinates meetings by arranging logistics and catering, assisting with agenda preparation, contacting guest speakers, and making arrangements for audio-visual equipment.
3	S	Handles citizen's complaints and inquiries by working to resolve the issue, routing to the appropriate staff member and using judgment to determine criticality of the situation.
4	S	Performs other duties as assigned by advising on office policies and procedures, providing information and assistance to city council members, mayor, business leaders and residents, managing cases and records, and participating in the interview and hiring processes.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years experience in executive secretarial work.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read general correspondence, reports, instructions, and computer manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, dictation, meeting minutes, and reports.
Managerial	Managerial responsibilities include organizing special projects, distributing work plans, and scheduling meetings.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and political representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, memo/mail distribution, copier, fax machine
Sitting	C	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, memo/mail distribution, to/from building
Lifting	O	Files, copy paper, notebooks, refreshments
Carrying	O	Files, copy paper, notebooks, refreshments
Pushing/Pulling	O	Refreshment cart, file cabinet drawers, copy machine jams
Reaching	O	To overhead bins, shelves, cabinets for supplies
Handling	F	Files, copy paper, notebooks, refreshments
Fine Dexterity	C	Computer keyboard, calculator, writing, typing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	To lift notebooks, files, boxes
Twisting	N	
Climbing	O	Stairs
Balancing	O	Carrying refreshments
Vision	C	Computer, desk work, reading, filing, mail, typing, driving
Hearing	C	Telephone, co-workers, staff, citizens, City Manager, meetings, presentations, dictation
Talking	C	Telephone, co-workers, staff, citizens, City Manager
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, scanner, palm pilot/HP Journada, Standard Microsoft Windows and Office software, PageMaker, Advantage Financial System software (AFIN), laser fiche, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)